

# CITY OF MILWAUKIE

## **CLASSIFICATION: LIBRARY DIRECTOR**

Department: Library

Grade Number: 31

FLSA: Exempt

Location: Milwaukie Ledding Library

Management, Supervisory, Confidential Group

EEO Category 1: Officials and Administrators

## **DESCRIPTION:**

This classification is responsible for planning, organizing, managing, and directing the overall operation of the City library. Responsibilities include policy development, budgeting, research and report writing, staff supervision, and community relations.

Plans, directs and administers all activities related to the library department.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to the library services. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Participates in the development and implementation of the library's long-range planning including departmental goals, objectives, policies and procedures.
5. Plans and recommends long-range and immediate equipment needs; trains staff on equipment use; instructs patrons on equipment use.
6. Prepares and analyzes a variety of statistical reports for the evaluation of overall library services.
7. Represents the library before regional committees and bodies involved in providing library services with assigned departments; and represents the library on committees and before community groups and organizations including the Library Board.
8. Maintains positive public relations with customers and is responsive to customer needs.
9. Develops safe work habits and contributes to the safety of self, co-workers and the general public.  
Performs other duties as required.

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10. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) master's degree in library science from an accredited college or university, or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) Five years experience including supervision, budget and responsibility for library division or department; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of operations, principals and practices of library and information services, materials and activities of a public library including classification, cataloging reference and on-line resources.
- ii) Knowledge of computerized cataloging, bibliographic and circulation and acquisition systems and associated rules.
- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iv) Ability to select, supervise, train, and evaluate the work of paid and volunteer staff.
- v) Knowledge of pertinent federal, state and local laws, codes and regulations.
- iii) Skill to effectively supervise and motivate staff.
- iv) Ability to develop goals and long-range planning for department.
- v) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- vi) Ability to prepare and analyze comprehensive and technical reports.
- vii) Ability to determine the reference and information needs of the community anmake appropriate purchasing and budgeting decisions.
- viii) Ability to effectively communicate.
- vi) Ability to coordinate activities and procedures with other library departments.
- vii) Ability to interpret and explain City and library policies and procedures.
- viii) Ability to assist library patrons in the effective use of complex information technology.
- ix) Ability to manage multiple projects often within tight timeframes.
- x) Ability to establish and maintain effective working relationships.
- xi) Ability to work as a team member and to cultivate a team climate.
- ix) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Requires the possession of a valid driver's license or an acceptable alternative method of

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transportation that allows the incumbent to perform the duties of the position.

**4. Tools and Equipment Used:**

- (a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and library automated systems.

**5. Supervision:**

- (a) This position has full scope of supervisory responsibility over assigned staff.
- (b) Operates under the general direction and supervision of the City Manager.

**6. Communications:**

- (a) Position requires frequent communication with staff, citizens, library board members, vendors and other government agencies.
- (b) Communication is moderately complex and occasionally involves confidential or sensitive information.

**7. Cognitive Functions:**

- (a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- (b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

**8. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- (a) Work is generally performed primarily in a library/office setting.
- (b) There is some lifting of book bags that may weigh up to 40 pounds.
- (c) Some evening meetings and hours required.

**9. Resource Accountability:**

- (a) Considerable monetary impact on supplies and materials, facilities and equipment, and cash transactions.
- (b) Extensive non-monetary responsibility for knowledge of computerized database and knowledge of reference collection.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 1989 (as co-director)

Adopted:

Revised: 6-06 as director

